

Dear Applicant:

I am pleased to learn of your interest in Senator McConnell's internship program. Participation in the program is open to any college student who is a resident of Kentucky. Our Washington, DC interns are paid approximately \$330 per week of service. However, housing is the responsibility of the intern.

During the summer, we typically have 2 separate internship sessions. Each session will last five to six weeks. Our deadline requires the application be postmarked by February 15.

We also offer semester-long internships. The spring internships begin mid-January and end mid-May. Our deadline requires the application be postmarked by October 15. The fall semester program runs from September until mid-December. Our deadline requires the application be postmarked by June 15.

Volunteer internships are only available in our Louisville, Lexington, London, Fort Wright, Bowling Green, and Paducah offices. We are especially interested in interns who can work for us part-time while receiving college credit. The application process for volunteer interns is the same as that for our DC office.

It is your responsibility to make sure your application file is completed by the deadline. Applicants who have not completed the file by the required date will not be considered.

A complete file in Senator McConnell's office will contain:

1. COMPLETED APPLICATION FORM
2. THREE, OR MORE, LETTERS OF RECOMMENDATION
3. RESPONSES TO SHORT ANSWER QUESTIONS
4. WRITING SAMPLE (preferably a short paper or article)
5. AN UPDATED RESUME

If you have any questions at all concerning Senator McConnell's internship program, please do not hesitate to call me at (202) 224-2541. I look forward to hearing from you soon.

Sincerely,



AMANDA HENDRICKS
INTERN COORDINATOR

**OFFICE OF SENATOR MITCH McCONNELL
INTERNSHIP APPLICATION FORM**

**Senator Mitch McConnell
ATTN: Amanda Hendricks
361-A Russell Building
Washington, D.C. 20510
(202) 224-2541**

(Please Print or Type)

NAME: _____

PARENT'S NAME: _____

SCHOOL ADDRESS: _____

HOME ADDRESS: _____

CELL PHONE: _____ **HOME PHONE:** _____

EMAIL ADDRESS: _____

SOCIAL SECURITY NO: _____ **AGE:** _____

NAME OF SCHOOL: _____ **YEAR IN SCHOOL:** _____

G.P.A. : _____ **MAJOR:** _____

HONORS AND ACTIVITIES: _____

PREVIOUS EMPLOYMENT (include location and dates): _____

WHAT DATES WOULD YOU BE AVAILABLE? _____

INDICATE INTEREST IN SPRING, SUMMER, OR FALL INTERNSHIP (circle one)

(check all that apply)

INTERESTED IN PAID INTERNSHIP IN WASHINGTON ()

INTERESTED IN VOLUNTEER INTERNSHIP IN (volunteer internships can be part-time):

BOWLING GREEN ()

LOUISVILLE ()

LEXINGTON ()

FORT WRIGHT ()

LONDON ()

PADUCAH ()

ALSO REQUIRED:

1. **REFERENCES** (include occupation, address and phone number)

2. **ON A SEPARATE SHEET, PLEASE ANSWER THE FOLLOWING QUESTIONS:**

- (1) Why do you want to be an intern for Senator Mitch McConnell?
- (2) What do you hope to accomplish during your internship?
- (3) How did you become interested in government and politics?

3. **SHORT WRITING SAMPLE IN ADDITION TO THE QUESTIONS ABOVE**

4. **THREE LETTERS OF RECOMMENDATIONS**

5. **UPDATED RESUME**

Introduction

Welcome! Thank you for your interest in Senator Mitch McConnell's office. Senator McConnell's intern program is open to any college student who is a resident of Kentucky.



Washington, DC interns

The McConnell internship program provides college students with the opportunity to enhance their education while working in a fast-paced office of a national leader. Participation in the program allows interns the ability to gain valuable inner-office experience as well as increase their knowledge of issues important to both the Commonwealth and our country.

Interns gain firsthand knowledge of the legislative process and daily activities of the federal government. Furthermore, the program allows students to develop friendships with other Congressional interns and take advantage of all the Washington D.C. area has to offer.

Paid internships are offered throughout the year in three sessions - summer, spring and fall. The summer internships are the most competitive due to the high volume of applications. Therefore, Senator McConnell offers two summer sessions approximately six weeks each.

A few part-time internships are offered in the Senator's state offices, which are located in Louisville, Lexington, Fort Wright, Paducah, Bowling Green and London. Internships in the state are issued on a volunteer basis and are geared toward interns seeking to earn college credit by working in the Senator's office.

Intern Responsibilities

If selected to be an intern for Senator McConnell, you will be assigned to one of the following three areas in the Washington office: legislative, press, or administrative. Legislative interns assist staff by drafting responses to constituent requests and researching current legislation. Press interns help coordinate press conferences, arrange weekly radio shows, and write press releases. Finally, the administrative intern greets fellow Kentuckians visiting the office and gives tours of the Capitol. All interns perform other daily office duties, such as sorting mail, making copies, and answering telephones.

Qualifications and Selection

Interns are selected on the basis of strong scholastic and extracurricular achievements as well as an interest in the

governmental process. Telephone interviews are required for all candidates and each applicant is contacted by the Intern Coordinator to schedule an interview after the application deadline expires.

Deadlines

Application deadlines for internships are the same each year.

- Summer Session - February 15
- Fall Session – June 15
- Spring Session – October 15

Washington Interns

In addition to daily office responsibilities, McConnell interns enjoy many unique opportunities. They may attend seminars, receptions and various speeches given by distinguished guests and, often times, special tours of the White House and the Capitol are offered. The goal of Senator McConnell's internship program is not only to introduce the student to Congress but the entire spectrum of events occurring in our nation's Capitol.

Please note: If selected as a Washington intern, you will be responsible for your own housing, living and travel expenses, as well as other arrangements deemed necessary.

Washington After Hours

Although you will be busy during your internship, there is life after work. Interns find they receive valuable experience both in and out of the office.

Downtown offers a great number of tourist sights, excellent shopping, unique restaurants, and live entertainment. Of course, the Georgetown area is extremely popular for most students with its bustling student and social life. A Broadway show at the Kennedy Center is a nice change of pace along with a visit to a Smithsonian Museum. All of these attractions are only a Metro ride away.

Washington's convenient location also places you close proximity to the beach, as well as the historic cities of Alexandria, Virginia, and Annapolis, Maryland. Baltimore, home of Oriole Park at Camden Yards, is a short commuter train ride from the city. Keep in mind that one could spend all of his or her time in the District and still never see it all!

What Former Interns Say About the Program

"Being a McConnell intern was more than just an exciting education, it was a wide-open door of opportunity."

- Hunter Bates, Williamsburg - Former Chief of Staff to Senator Mitch McConnell

"I learned the fundamental keys to success are communication, compromise, and a profound degree of patience. This conclusion reaffirmed my faith in government and I feel privileged to have the chance to put these principles into practice."

- Robin Bowen, Campbellsville - Attorney at Law, McDermott, Will & Emery, Washington, DC

"My McConnell internship was a valuable stepping stone to the position I presently hold. Interning in the state showed me the vital link between the state and legislative staff. It gave me the opportunity to understand the importance of keeping up with every constituent."

- Kim Holt Cochran, Louisville - Senior Account Executive, Direct Communications

"Interning for Senator McConnell was a rewarding experience that taught me far more about the political process than could ever be learned in a classroom, including the importance of every constituent and the array of responsibilities placed on an elected officeholder."

- Erin Logsdon, Prospect - University of Kentucky student, Summer 1999

Application

To apply for an internship, please fill out the application form below and mail the completed version to the address below.

Amanda Hendricks
Office of Senator Mitch McConnell
361-A Senate Russell Senate Building
Washington, D.C. 20510
Phone: (202) 224-2541
Fax: (202) 228-3725